

I. GENERAL REQUIREMENTS FOR THE WIA TITLE I PROGRAM.

A. INDEX OF WIA DEFINITIONS. (*PENDING*)

B. ADMINISTRATION AND GOVERNANCE.

8. Modification and Update Policy for Workforce Investment Act (WIA) Five-Year Plan. The WIA requires the Governor to establish procedures for modifying five-year local plans. Following are the reasons for modifying and updating WDB Five-Year Plan and the procedures to follow. In addition, a checklist is attached that summarizes the policy.

a. Reasons for Modifications

(1) Performance

The WIA establishes three reasons for modifying a WDB local five-year plan for performance:

- When a WDB does not meet a performance core indicator or customer satisfaction indicator for two years in a row, a modification is required. The DWS and WDB must agree on a **corrective action plan** that will be included in the modification. In addition, the renegotiated performance level(s) will be written on form number DWSW-13549-E (attached) and submitted with the modification. Form DWSW-13549-E is also available in the local Planning Guidelines.
- When “circumstances arise that result in a significant change in the factors used to develop the original performance levels (TEGL 8-99),” a modification is required. Significant changes include economic conditions, changes in service mix, or changes in client characteristics. The DWS and WDBs will renegotiate performance levels. These new levels will be written on Form number DWSW-13549-E (attached) and submitted with the modification. In addition, the modification will describe any changes to the local five-year plan including the Program Services section. A corrective action plan is not required.
- The establishment of Performance Standards for PY03 and PY04 requires a modification. They are to be submitted with a modification. In addition, the modification will describe any changes to the local five-year plan including the Program Services section.

(2) Local Waiver

When DOL approves a state and or local waiver that impacts on activities described in the five-year plan, a modification is to be completed to reflect changes.

(3) WDA Economic Conditions

A modification is required when changes in local economic conditions result in the WDB's inability to follow through on activities described in its five-

year plan. It needs to show any changes made to the vision, goals, strategies, program services, and performance in local five-year plan.

(4) Local Board and One Stop Operator Structure

When a local WDB changes its Board Structure or One Stop Operating Structure from what is described in the local five-year plan, a modification is to be completed. It needs to address changes to the local five-year plan description of the One-Stop Delivery System. This includes form numbers DWSW-13547-E and DWSW-13548-E, if appropriate.

(5) Percentage of Funding Allocation to Core, Intensive and Training

Changes to the percentage of funds being targeted to the three levels of WIA services (core, intensive, and training) requires a modification be completed showing new percentages.

(6) Individual Training Account (ITA) and other Policies

The WIA requires local five-year plans contain the WDB's up-to-date policy for ITAs. Any changes made to this and other local policies shall be identified in a modification and made a part of the five-year plan. The other policies include Priority of Services, Self-Sufficiency Definition, Supportive Services, and Need for Training.

(7) Youth Services

A modification is required if there are changes to the sixth youth eligibility criterion, a new definition for deficient in basic literacy skills, and a new eligibility definition for a disability. It needs to reflect the changes made to the policies.

(8) Memorandum of Understanding (MOU)

When significant changes occur that impact on the current MOU, a modification is required to reflect the changes. These changes include:

- addition of new partners to the MOU
- deletion or change in partners to the MOU
- revisions since the last MOU was submitted to DWS including 1) how core services are provided through the One Stop delivery system, 2) how access to intensive and training services are provided, 3) how the costs of services and operating costs of the system are funded, 4) methods of referral between the One Stop Operator and One Stop partners, and 5) duration of the MOU.

b. Reasons for Updates

(1) Membership Lists for Workforce Development Boards and Youth Councils

Because membership on Workforce Development Boards and Youth Councils changes frequently, a current and up-to-date list needs to be a

part of the five-year local plan. Form numbers DWSW-13545-E and DWSW-13546-E of the local Planning Guidelines (attached) will be filled in with the updated membership and submitted at the time a WDB submits a modification. This update does not require a 30-day review and comment period.

(2) List of Youth Service Providers

A Change to a WDB's youth service provider list requires an update that is submitted at the time a modification is submitted. It does not require a 30-day review and comment period. Complete form number DWSW-13552-E to update the youth service provider list.

c. Procedures

- (1)** Modifications of local five-year plans will occur **at least annually**. They will be based on the reasons identified in I.B.8.a. of this policy. The DWS will issue an announcement and timetable for when a modification period will begin.
- (2)** Updates to the local five-year plan will be submitted at the same time a modification is submitted. The DWS announcement of when a modification period will begin will also include a reminder about updates. The updates are based on the reasons identified in I.B.8.b. of this policy. They do not require a 30-day review and comment period.
- (3)** All modifications are to be written following the Local Planning Guidelines dated November 1999. They are to address appropriate sections I – VII of the Guidelines including forms in the Attachments. The Guidelines are available at <http://www.dwd.state.wi.us/dwdwia/>. In case there is a need to address items not covered in the Guidelines, the Division of Workforce Solutions will issue separate guidance.
 - Modifications are to be written in the format and type instructed in the Guidelines.
 - All modification pages are to be numbered and correspond to the pages being replaced in the local five-year plan.

(4) 30-Day Review and Comment

For modifications, WIA requires a public review and comment period prior to submittal to the Governor. (Regs 661.345).

- Make copies of the proposed modification available to the public.
- Provide an opportunity for comment by members of the Local Board and members of the public including representatives of business and labor organizations.
- Submit any comments that express disagreement with the modification to the Governor along with the modification(s).

(5) DWD/DWS Approval

Completed modifications will be approved within 30 business days of their submission, unless the DWD/DWS determines in writing:

- There are deficiencies in local workforce investment activities that have not been addressed, or
- The modification is determined inconsistent with Title I and the regulations of WIA, including required public comment provisions.

Workforce Development Board Membership

Personal Information you Provide may be used for secondary purposes [Privacy Law, s.15.04(1)(m)].

| Partner Program | Member Name Telephone No. E-mail Address | Organization Name & Address | Nomination Process | Selection Process |
|---------------------------------|--|--------------------------------|--------------------|-------------------|
| WIA Title I-B | | | | |
| MSFW | | | | |
| INA | | | | |
| Job Corps | | | | |
| Wagner-Peyser | | | | |
| Adult Education and Literacy | | | | |

| Partner Program | Member Name Telephone No. E-mail Address | Organization Name & Address | Nomination Process | Selection Process |
|--------------------------------------|---|--|---------------------------|--------------------------|
| Vocational Rehabilitation | | | | |
| Welfare to Work | | | | |
| Older Americans | | | | |
| Carl Perkins | | | | |
| NAFTA-TAA | | | | |
| DVOP/LVER | | | | |

| Partner Program | Member Name Telephone No. E-mail Address | Organization Name & Address | Nomination Process | Selection Process |
|--------------------------------|--|--------------------------------|--------------------|-------------------|
| HUD | | | | |
| UI | | | | |
| TANF/FSET | | | | |
| | | | | |
| Educational Representatives | | | | |
| | | | | |

| Partner Program | Member Name Telephone No. E-mail Address | Organization Name & Address | Nomination Process | Selection Process |
|---|--|--------------------------------|--------------------|-------------------|
| Labor Representatives | | | | |
| | | | | |
| CBO Representatives | | | | |
| | | | | |
| Economic Development Representatives | | | | |
| | | | | |

Youth Council Membership

Personal information you provide may be used for secondary purposes [Privacy Law, s.15.04(1)(m)].

| Youth Council Category | Member Name Telephone No. E-mail Address | Organization Name & Address | Nomination Process | Selection Process |
|--|--|--------------------------------|--------------------|-------------------|
| Youth Services Agencies, including Juvenile Justice and Law Enforcement Agencies | | | | |
| | | | | |
| | | | | |
| | | | | |
| Local Public Housing Authorities | | | | |
| Parents of Eligible Youth | | | | |

| Youth Council Category | Member Name Telephone No. E-mail Address | Organization Name & Address | Nomination Process | Selection Process |
|------------------------------|--|--------------------------------|--------------------|-------------------|
| Former Participants | | | | |
| Job Corps (where present) | | | | |
| Other Individual | | | | |
| Other Individual | | | | |
| Other Individual | | | | |
| Other Individual | | | | |

| Youth Council Category | Member Name Telephone No. E-mail Address | Organization Name & Address | Nomination Process | Selection Process |
|------------------------|--|--------------------------------|--------------------|-------------------|
| Other Individual | | | | |
| Other Individual | | | | |
| Other Individual | | | | |
| Other Individual | | | | |
| WDB Member | | | | |
| WDB Member | | | | |

[illegible]

WDA _____

Comprehensive Centers (Existing and Planned)

Existing Centers

| Center Name | Location/City | Center Address | Contact Name/Phone No. |
|-------------|---------------|----------------|------------------------|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

Planned Over the Next Five Years

| Center Name | Center Location/City | Center Address (If known) | Target Date for Opening |
|-------------|----------------------|---------------------------|-------------------------|
| | | | |
| | | | |
| | | | |
| | | | |

Specialized Job Center Sites (Existing and Planned)

Existing Sites

| Site Name/Location | Site Address | Contact Person Name & Phone No. | Specialized/Target Population |
|--------------------|--------------|------------------------------------|----------------------------------|
| | | | |
| | | | |
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| | | | |
| | | | |

Planned Sites

| Site Name/Location | Planned Connection to Comprehensive Center(s) | Specialized and/or Target Population | Target Date for Opening |
|--------------------|--|---|-------------------------|
| | | | |
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Local Performance Indicators and Goals

| WIA Requirement at Section 136(b) | Planned Performance Levels for 2000 | Planned Performance Levels for 2001 | Planned Performance Levels for 2002 |
|---|-------------------------------------|-------------------------------------|-------------------------------------|
| ADULTS | | | |
| Entry into Unsubsidized Employment | | | |
| 6-Months Retention in Unsubsidized Employment | | | |
| 6-Months Earnings received in Unsubsidized Employment | | | |
| Attainment of Educational or Occupational Skills Credential | | | |
| DISLOCATED WORKERS | | | |
| Entry into Unsubsidized Employment | | | |
| 6-Months Retention in Unsubsidized Employment | | | |
| 6-Months Earnings received in Unsubsidized Employment | | | |
| Attainment of Educational or Occupational Skills Credential | | | |
| YOUTH AGE 19-21 | | | |
| Entry into Unsubsidized Employment | | | |
| 6-Months Retention in Unsubsidized Employment | | | |
| 6-Months Earnings received in Unsubsidized Employment | | | |
| Attainment of Educational or Occupational Skills Credential | | | |
| YOUTH AGE 14-18 | | | |
| Attainment of Basic, Work Readiness and/or Occupational Skills | | | |
| Attainment of Secondary School Diplomas/Equivalents | | | |
| Placement and Retention in Post-Secondary Education/Training, or Placement in Military, Employment, Apprenticeships | | | |
| PARTICIPANT CUSTOMER SATISFACTION | | | |
| EMPLOYER CUSTOMER SATISFACTION | | | |
| ADDITIONAL MEASURES | | | |
| | | | |
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Workforce Investment Act (WIA) Youth Activities Provider

1. Complete a separate form for each provider of WIA youth activities.

| | |
|--------------|----------------------------|
| Today's Date | Workforce Development Area |
|--------------|----------------------------|

2. Provider Information

Personal information you provide may be used for secondary purposes [Privacy Law, s.15.04 (1)(m)].

| | | | |
|-----------------------------|-----------------------|--------------------------------|----------|
| Provider Agency Name | | Primary Contact Name | |
| Provider Agency Address | | City | Zip Code |
| Telephone Number () | Fax Number () | Primary Contact E-mail Address | |
| Website (If any) | | | |

3. Framework Components Provided (Check Yes or No for each)

| | | |
|-----------------------------|------------------------------|-----------------------------|
| Assessment | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Individual Service Strategy | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Case Management | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

4. Program Elements Provided (Check Yes or No in each section)

| | |
|--|---|
| Preparation for & Success in Employment Summer Employment Opportunities <input type="checkbox"/> Yes <input type="checkbox"/> No Paid and Unpaid Work Experience <input type="checkbox"/> Yes <input type="checkbox"/> No Occupational Skill Training <input type="checkbox"/> Yes <input type="checkbox"/> No | Support for Youth Supportive Services <input type="checkbox"/> Yes <input type="checkbox"/> No Adult Mentoring <input type="checkbox"/> Yes <input type="checkbox"/> No Follow-up Services <input type="checkbox"/> Yes <input type="checkbox"/> No Comprehensive Guidance & Counseling <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Services to Develop the Potential of Youth Leadership Development Activities <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| Improving Educational Achievement Tutoring, Study Skills Training & Instruction Leading to Completion of secondary school including dropout prevention strategies. <input type="checkbox"/> Yes <input type="checkbox"/> No Alternative Secondary School <input type="checkbox"/> Yes <input type="checkbox"/> No | |

5. Counties and Youth Populations Served

| County Name | Youth Population Served | | | | | | | |
|-------------|-------------------------|----|---------------|----|---------------|----|-------------|----|
| | In School | | Out of School | | Younger Youth | | Older Youth | |
| | Yes | No | Yes | No | Yes | No | Yes | No |
| | | | | | | | | |
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6. Required Signature

| | | |
|----------------------------------|-----------|-------------|
| Completed By (Please Print Name) | Signature | Date Signed |
|----------------------------------|-----------|-------------|

Modification Checklist Summary of the Modification Policy

This checklist is a summary of the circumstances under which local Workforce Development Boards (WDB)s are required to modify and update their local plans. Its purpose is to make it easy to identify reasons for a modification and an update. Each number in the checklist corresponds to the number in the formal policy.

Reasons for a Modification

(1) Performance

- ☐ The WDB has not met a performance core indicator or customer satisfaction indicator for two consecutive years.
- ☐ Determination that performance indicators are not appropriate and are renegotiated.
- ☐ Establishment of performance standards for PY03 and PY04.

(2) Local Waiver

- ☐ The DOL approves a state or local waiver that impacts on local activities in the WIA Plan.

(3) WDA Economic Conditions

- ☐ Changes in local economic conditions result in the WDB's inability to follow through on activities described in existing 5-year plan.

(4) Local Board and OSO Structure

- ☐ Changes have been made to the WDB structure that were not included in the 5-year plan.
- ☐ Changes have been made to the OSO structure that were not included in the 5-year plan.

(5) Funding Allocation to Core, Intensive and Training Services

- ☐ Changes have been made to the percentage of funds targeted to core, intensive and training services.

(6a) ITA Policy

- ☐ Changes have been made to the local ITA policy that are not included in the existing 5-year plan.

(6b) Priority of Services Policy

- ☐ Changes have been made to the local Priority of Services policy that are not included in the existing 5-year plan.
- ☐ A local Priority of Services policy was not included in the initial 5-year plan and needs to be incorporated through the modification.

(6c) Self-Sufficiency

- ☐ Changes have been made to the local definition of Self-Sufficiency that are not included in the existing 5-year plan.
- ☐ A local definition of Self-Sufficiency was not included in the initial 5-year plan and needs to be incorporated through the modification.

(6d) Supportive Services Policy

- ☐ Changes have been made to the local Supportive Services policy that are not included in the existing 5-year plan.
- ☐ A local Supportive Services policy was not included in the initial 5-year plan and needs to be incorporated through modification.

(6e) Need for Training

- ☐ Changes have been made to the local policy on required documentation for Need for Training policy that are not included in the existing 5-year plan.
- ☐ A local policy on required documentation for Need for Training was not included in the initial 5-year plan and needs to be incorporated through modification.

(7a) Youth – 6th Eligibility Criterion

- ☐ Changes have been made to the local Priority of Services policy that are not included in the existing 5-year plan.
- ☐ A local Priority of Services policy was not included in the initial 5-year plan and needs to be incorporated through modification.

(7b) Youth – Definition of Basic Literacy Skills Deficient

- ☐ Changes have been made to the definition of Deficient in Basic Literacy Skills that are not included in the existing 5-year plan.
- ☐ A local definition of Deficient in Basic Literacy Skills was not included in the initial 5-year plan and needs to be incorporated through modification.

(8) MOU – modification is required if any of the following have changed since the last submission of the MOU to DWS (for most WDBs, this was June 2000).

- ☐ New partners have been added to the MOU.
- ☐ Partners have been deleted from the MOU.
- ☐ Partners to the MOU have changed (i.e. organization representing a program/fund source has changed).
- ☐ Changes to how core services are provided through the One Stop system.
- ☐ Changes in how access to intensive and training services is provided.
- ☐ Changes in how the costs of services or operating costs of the One Stop system are funded.
- ☐ Changes in methods of referral between the One Stop Operator and One Stop partners.
- ☐ Changes in the duration of the MOU.

Reason for Updates

(1) Membership Lists for Workforce Development Boards and Youth Councils

- ☐ Up to date list of Workforce Development Boards and Youth Council members. Forms DWSW-13545-E and DWSW-13546-E.

(2) Youth Service Provider List

- ☐ WDB Youth Service Provider List has changed. Use form DWSW-13552-E to update.